



Specialist for Worship and the Arts

Position Type: Exempt, Salaried
Category: Full-Time
Classification:
Reports to: Director of Worship and the Arts

ORGANIZATIONAL OVERVIEW

At St. Luke's United Methodist Church, we are an open community of Christians helping people find and give hope through Jesus Christ. We are committed to our community on the northside of Indianapolis and have seen our reach grow regionally and beyond through our digital presence. With a membership of over 6,000 we are the largest United Methodist Church (UMC) in Indiana and one of the largest in the U.S.

People are attracted to St. Luke's for our values: Our commitment to live the mission of the UMC, "To make disciples of Jesus Christ for the transformation of the world" and living the Christian faith in a way that is open to everyone - regardless of their gender, race, ethnicity, sexual orientation, nationality, disability, or socioeconomic background. As a church we are working to ensure that our congregation and its leadership represent the diversity of the community in which we are located. We are dedicated to including women, people of color, and LGBTQ+ as staff and in positions of leadership and decision making.

POSITION OVERVIEW

The Specialist for Worship & the Arts is in integral part of our team, helping to further St. Luke's rich artistic tradition by bringing multiple styles of worship, special services, concerts, and events to life. This role is responsible for the behind-the-scenes aspects of worship services and special events, the functioning of the ministry office, maintaining excellence in communication, administration, and volunteer management.

Note that while this position is Monday-Friday, some work on weekends and weeknights (for special services) will be required. These dates are generally known well in advance.

RESPONSIBILITIES

SUNDAY MORNING and SPECIAL SERVICES

- Meet with Director of Traditional Worship & Arts, Director of Contemporary Worship & Arts, Director of Worship at Midtown, and our AV Media Director on a weekly basis to confirm that activities and elements required for the worship services are on track. Meet with Director of Children's Music & the Arts monthly.

- Communicate specific needs for the service to worship leaders and support personnel (Pastors, staff, Scripture Readers, etc.).
- Provide necessary materials for worship leaders – hymn sheets, information regarding special elements.
- Document worship planning sessions and provide information and accountability to the worship team that ideas and special elements are on track to bring worship to life.
- Devise methods and secure materials for implementing the visual components required to support a sermon series within the worship spaces – coordinate with Communications, AV, and volunteers early in the process to ensure an effective result.
- Oversee elements of worship that will happen across all campus and services (includes candles for Christmas Eve, Palm Branches for Palm Sunday, etc.)
- Work far in advance to prepare for special liturgical seasons to ensure that all materials are in place.

ADMINISTRATIVE

- Learn and manage the faculties of Planning Center Online to best utilize its capabilities to enhance worship planning, the management of service processes, information sharing, and the scheduling of volunteers and paid musicians.
- Keep worship serving teams and ensembles, and paid contractor rosters updated in our database, and communicate with volunteers/paid contractors at various levels.
- Work with music contractors (New Song, orchestra, bell choirs) to order music, provide supplies, obtain information for bulletins, maintain filing systems and records.
- Maintain music libraries and visual materials for use by worship department.
- Coordinate scheduling of rooms for worship needs.
- Ensure that copyright licenses are up-to-date and secured as needed.
- Facilitate database registrations for various activities and concerts.
- Track worship attendance, using data to inform worship service decisions.
- Attend Staff Chapel, Department Meetings, be an Active Team Member

FINANCIAL MANAGEMENT

- Maintain financial records on behalf of the department; this includes managing accounts payable, processing deposits, reconciling accounts monthly with financial reports, and interfacing with the finance office and worship department staff regarding the status of accounts.
- Submit check requests and interface with paid contractors and vendors.
- Evaluate spending, getting the best value possible.
- Track and maintain inventories on resources to enable good stewardship and reuse.
- Send acknowledgements for memorial contributions and donations on behalf of the department.

COMMUNICATIONS

- Work with the Communications Department to ensure accurate and interesting bulletins for services.
- Work with the Communications Department to ensure that worship activities are well-represented on the website and on social media.
- Work with staff members in various departments to provide clear communications regarding special worship elements – baptisms, new members, special recognition (graduation, Mother's Day, etc.).

VOLUNTEER MANAGEMENT

- Build and manage volunteer teams to enhance our worship life across our campuses. This includes identifying and developing leaders for teams and helping them identify potential new team members. Working with our team leaders, provide any necessary training, timely communications, and to offer

support. Current teams include scripture readers, decorators, librarians, choirs, and musicians. Work with worship staff to develop new teams as needs arise.

- Maintain accurate records regarding volunteer teams in our database and follow-up when a volunteer stops participating.
- Develop relationships with congregants to enable identifying people with skills that may enhance the worship experience.

QUALIFICATIONS

Demonstrate passion about the Christian faith, actively seek to grow in personal relationship with God, and be committed to the mission and purpose of St. Luke's.

- Self-motivated team-player, who finds joy in bringing experiences to life.
- Experience in administration and working with volunteers.
- Knowledge of music and musical systems.
- Comfortable with technology and social media – willing to learn new systems and to help explore new solutions.
- Strong communication skills
- Ability to work with a diverse group of people
- High energy
- Desire for accuracy and ability to think on your feet
- Willingness to stand in the gap to do what is necessary to provide a consistently high-quality worship experience for congregants and visitors.
- Bachelor's degree preferred.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

2/2023